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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Senior Psychologist, Assessment Staff. Present rating, GS-13. Proposed rating, GS-14/15.

1. The qualifications for this position are as follows: .

- a. Associate or Full Member of the American Psychological Association.
- b. Service as a member of the armed forces, as an officer, during World War II. (Combat and/or intelligence experience is highly desirable but not required).
- c. Willingness to be trained and to serve as a senior intelligence officer, either in headquarters or in an overseas post when necessary.
- d. Versatility of interests and aptitudes, and experience in occupations other than psychology.
- e. At least four years' experience in problems of the psychological selection and classification of adults; at least two of these years must have involved experience in the clinical appraisal of adult cases requiring special skill in interview techniques.
- f. Doctor's degree in psychology.
- g. Successful completion of graduate courses in statistics and experimental psychology.
- h. Initiative, emotional stability, social maturity, sophistication, and poise. Sensible, practical, industrious. Pleasing, well-balanced personality.
- i. Favorable assessment report before assignment to position.

2. The work responsibilities for this position are as follows.

- a. Competence in the administration and interpretation of tests of intelligence, personality, temperament, attitudes, memory, perception, current affairs, vocabulary, logical reasoning, and vocational interests.

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-2-

b. Competence in drawing logical and relevant conclusions from tests and relating and synthesizing the test results with observations, situation results, and interviews.

c. Competent in developing new tests required by the Assessment Staff and in modifying any existing psychological test. (To be able to do this he must have had experience in test development, and he must be familiar with sampling procedures, item analyses, and techniques of validity, reliability, and standardization).

d. He must be skillful in the design of psychological experiments, in the analysis of psychological statistics, and in the preparation of professional psychological articles summarizing the results of psychological experiments.

e. He must be skillful in conducting psychological interviews and in probing the conscious and unconscious thoughts, moods, feelings, and interests of human beings.

f. He must be adept in arriving at accurate psychological diagnoses.

g. In presenting final assessment results, he must be able to organize and lead conference-discussions, and then, later, prepare explanatory, concise, and objective written Assessment reports.

h. Capable of serving as a psychological consultant to other units of CIA on problems of applied psychology.

i. Capable in devising and skilled in participating in work-sample and situation tests.

j. Adept in analyzing life histories and deriving the significant vocational-placement factors from such analyses.

k. Skillful in spotting persons who are emotionally unstable, seriously neurotic, psychopathic, psychotic, or perverted.

l. Competent in determining the psychological test batteries applicable in each Assessment case and guiding the junior psychologist or psychometrist who applies the test batteries.

m. Competent in the supervision of junior psychologists, psychometrists, statistical analysts, research assistants, and stenographers.

n. Originates ideas and formulates plans for the most effective placement and vocational utilization of new OSO/OPC/CIA employees who are assessed.

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-3-

c. Reassesses OSO/OPC/CIA employees who have become vocational and emotional problems and draws up individual programs of vocational placement, retraining, and/or separation

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Chief, Assessment Staff

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